

## Township of Chatsworth

### Digital Council Meeting Minutes

Wednesday July 15, 2020 @ 9:00 a.m.  
(Meeting Re-scheduled from July 8, 2020)

#### Members Present:

Mayor - Scott Mackey  
Councillor - Diana Rae  
Councillor - Shawn Greig  
Councillor - Elizabeth Thompson

Regrets - Deputy Mayor - Brian Gamble

#### Staff Present:

CAO Clerk, Patty Sinnamon  
Deputy Clerk, Carolyn Marx  
Treasurer, Karmen Krueger  
Operations Manager, Jamie Morgan  
Fire Chief, Mike Givens  
Planner, Ron Davidson

#### 1. Call to Order

Mayor Mackey called the meeting to order at 9:00 a.m.

#### 2. Opening Ceremonies

Mayor Mackey called for a moment of reflection before proceeding with the Council Meeting.

#### 3. Adoption of Agenda

Resolution 2020-19-01

Moved by: Diana Rae

Seconded by: Shawn Greig

That Council adopt the Agenda as circulated. **Carried**

#### 4. Open Forum

There were no speaker requests for Open Forum.

#### 5. Declaration of Pecuniary Interest

Mayor Mackey asked members of Council if they had any declarations.

#### 6. Confirmation of Minutes

Resolution 2020-19-02

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That the minutes of the Council Meeting in Committee of the Whole and Council Session held on June 17, 2020 and the Special Council Meeting held on June 29, 2020 be confirmed as recorded. **Carried**

#### 7. Matters Arising from Minutes

#### 8. Public Meetings (Statutory and Non-Statutory)

##### 8.1 Zoning Amendment Application Z08/2019 Cedar Rail Family Campground

- a) Notice of Complete Application
- b) Official Plan Amendment Information
- c) Commenting Agencies
- d) Draft Zoning By-law Amendment
- e) Draft Official Plan By-law Amendment
- f) Planning Justification Report – Loft Planning
- g) Engineer Report – R. J. Burnside & Associates Limited

##### 8.2 Zoning Amendment Application Z06/2020 Thurston/Sutton/Solinger

- a) Notice of Complete Application
- b) Commenting Agencies
- c) Draft Zoning By-law Amendment

- 8.3 Zoning Amendment Application Z07/2020 Joe Close  
a) Notice of Complete Application  
b) Commenting Agencies  
c) Draft Zoning By-law Amendment

**9. Matters Arising from Public Meetings**

**10. Introduction of By-laws – First and Second Reading - none**

**11. Committee of the Whole**

Resolution 2020-19-03  
Moved by: Shawn Greig  
Seconded by: Elizabeth Thompson

That Council now go into Committee of the Whole. **Carried**

**11.1 Consent Agenda**

Resolution 2020-19-04  
Moved by: Shawn Greig  
Seconded by: Diana Rae

That the Consent Agenda items be hereby received for information and that Agenda item 11.1di - Town of Bracebridge - Establish Municipal Financial Assistance Program and 11.1dii - Township of Puslinch Resolution - TAPMO Minutes be moved to Agenda item 11.7 for further discussion. **Carried**

**11.2 Presentations/Delegations (Pre-Registered) - none**

**11.3 Matters Arising from Presentations/Delegations - none**

**11.4 Staff Reports and Verbal Updates from Staff**

a) Planners Report 2020-05 Z06 2020 – Thurston/Sutton/Solinger

Resolution 2020-19-05  
Moved by: Shawn Greig  
Seconded by: Elizabeth Thompson

That Planners Report 2020-05 be hereby received; and

Further that Committee of the Whole recommends to Council the approval of the Zoning Bylaw Amendment Application for Part Lots 5, 6 and 7, Concession 3 EGR, former Geographic Township of Holland, now in the Township of Chatsworth, Owner: Thurston / Sutton / Solinger

Further that staff be directed to prepare the necessary by-law to give effect to the application. **Carried**

b) Planners Report 2020-06 Z07 2020 - Close

Resolution 2020-19-06  
Moved by: Diana Rae  
Seconded by: Shawn Greig

That Planners Report 2020-06 be hereby received; and

Further that Committee of the Whole recommends to Council the approval of the Zoning Bylaw Amendment Application for Lot 28, Plan 126, former Geographic Township of Holland, now in the Township of Chatsworth, Owner: Joe Close

Further that staff be directed to prepare the necessary by-law to give effect to the application. **Carried**

c) Planners Report 2020-07 Z08 2019 – Cedar Rail Family Campground

Resolution 2020-19-07  
Moved by: Elizabeth Thompson  
Seconded by: Shawn Greig

That Planners Report 2020-07 be hereby received; and

Further that Committee of the Whole recommends to County Council the approval of the Official Plan Amendment for Part Lots 26 and 27, Concession 13, former Geographic Township of Sullivan, now in the Township of Chatsworth, Owner: Cedar Rail Family

Campground Inc. c/o Rick and Laura Murray, and further recommends to Township Council the approval of the Zoning By-law Amendment.

Further that staff be directed to prepare the necessary Zoning By-law to give effect to the application once the County of Grey has approved the associated County of Grey Official Plan Amendment.

Further that staff be directed to prepare the necessary Site Plan Agreement following the submission of the Site Plan application by the owner and bring said Agreement to Council for consideration. **Carried**

d) PW2020-13 Knox Presbyterian Cemetery – Williamsford

Resolution 2020-19-08

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That Report PW2020-13 regarding the Knox Presbyterian Cemetery – Williamsford be hereby received for information;

And that Committee of the Whole recommends to Council that the Township of Chatsworth enter into an agreement with the Knox Presbyterian Church Cemetery Committee – Williamsford for the grass maintenance at the Knox Presbyterian Cemetery – Williamsford on Highway #6 for the 2020 season;

And further that the agreement will consist of mowing and trimming of the grass at the Knox Presbyterian Cemetery – Williamsford in amount of \$600 per season. **Carried**

e) PW2020-14 Winter Sand Tender Results

Resolution 2020-19-09

Moved by: Elizabeth Thompson

Seconded by: Diana Rae

That Report PW-2020-14 regarding the tender results for the 2020 winter sand be hereby received;

And that Committee of the Whole recommends to Council that the Township of Chatsworth award the 2020 load, haul sand and mix and stack sand inside facility to Harold Sutherland Construction Ltd. in the amount of \$13,750.00 plus applicable taxes for Sullivan Facility;

And further that Committee of the Whole recommends to Council that the Township of Chatsworth award the 2020 supply, load, haul sand and mix and stack sand inside facility to Harold Sutherland Construction Ltd. in the amount of \$38,750.00 plus applicable taxes for Holland Facility. **Carried**

f) FIN 2020-11 Year-to-Date Financial Report

Resolution 2020-19-10

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

That Treasurer's report 2020-11 regarding the Year-to-Date Financial Report is received for information. **Carried**

g) FIN 2020-12 Grant Application and Asset Management Update

Resolution 2020-19-11

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

That Report 2020-12 regarding FCM Grant Application and Asset Management Update be hereby received for information;

And that Committee of the Whole Recommends to Council that staff be directed to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for furthering asset management initiatives;

And further that the Township of Chatsworth commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Sidewalk inventory and condition assessment through LAS

- Other Asset Management Plan updates including:
  - establishing consistent and achievable condition rating metrics through workshops and training for staff as well as consultant-provided services
  - validate existing data for roads and other assets including identifying and addressing data gaps
  - articulating and documenting existing levels of service, consultant-led and
  - disaggregating specific assets, particularly buildings, arenas and shops from equipment and components with support from consultant
  - develop and articulate preliminary risk levels for Council discussion

And further that the Township of Chatsworth commits \$12,500 for the Township's share of this initiative, to be funded from general operations, or in the event of a deficit, from the working capital reserve at year-end.

And further that Committee of the Whole Recommends to Council that the services proposed be authorized as single sourced to LAS/StreetScan for the sidewalks, and PSD Consulting for the asset management components. **Carried**

h) FIN 2020-13 Reserves and Reserve Funds Update

Resolution 2020-19-12

Moved by: Diana Rae

Seconded by: Shawn Greig

That Report 2020-13 regarding Reserves and Reserve Funds Updates is hereby received for information;

And that Committee of the Whole Recommends to Council that Council authorizes a by-law to recognize the Recreation Capital Reserve Fund and to establish a new Discretionary Reserve Fund to be called 'Water' for the purposes of maintaining capital and operating reserve fund monies specifically for the water systems and rescinds bylaw 2006-21;

And that Staff are directed to notify water users of the required upcoming public meeting required to make changes to the existing water reserve fund, and set the meeting date for the regularly scheduled August 26th Council meeting;

And that Committee of the Whole Recommends to Council that Council authorizes changes as presented to Reserves and Reserve Funds including renaming and any financial entries, inter-reserve entries and/or physical funds transfers;

And that Committee of the Whole Recommends to Council that Council authorizes any surplus from the 2019 year-end be allocated to the Working Capital Reserve. **Carried**

Councillor Thompson left the Council Meeting at 11:28 a.m.

i) FIN 2020-14 Amend Final 2020 Tax Rate By-law

Resolution 2020-19-13

Moved by: Diana Rae

Seconded by: Shawn Greig

That Report 2020-14 regarding 2020 Property Tax Rates – Revised by-law be hereby received for information;

And that Committee of the Whole Recommends to Council that the 2020 tax rate bylaw be amended as presented. **Carried**

j) FIN 2020-15 Caldwell Drain

Resolution 2020-19-14

Moved by: Diana Rae

Seconded by: Shawn Greig

That Report 2020-15 regarding Caldwell Drain be hereby received for information;

And that Committee of the Whole Recommends to Council that the expenses incurred for the drain be absorbed by the Township. **Carried**

k) CAO CLERK 2020-19 County Wide Fire Communication Services

Resolution 2020-19-15

Moved by: Shawn Greig



Seconded by: Diana Rae

THAT CAO Clerk's Report 2020-19 dated July 8, 2020 regarding County-wide Fire Communication Services be hereby received;

AND FURTHER THAT the Mayor and Clerk be authorized to enter into a Partnership Agreement with Grey County for the provision and management of fire communication services. **Carried**

l) CAO Clerk 2020-20 - IT Services

Resolution 2020-19-16

Moved by: Shawn Greig

Seconded by: Diana Rae

THAT CAO Clerk's Report 2020-20 dated July 15, 2020 regarding IT Services – Request for Proposal Results be hereby received;

AND FURTHER THAT Committee of the Whole recommends to Council the acceptance of the proposal from Copper Tree to provide managed IT infrastructure and network services to the Township of Chatsworth. **Carried**

m) Verbal Department Updates

Fire Chief Mike Givens

Busy with lots of calls. Consultation with Chiefs re: issuance of Fire Bans due to extremely dry weather. Training with 2 platoon system working well and will reevaluate in August.

Treasurer, Karmen Krueger

Tax bills have been sent out.

Operations Manager Jamie Morgan

Shouldering on Concession 8 began today and then are scheduled to head to Sideroad 5. Roadside mowing is nearing end. Staff are working at landfill leveling (Sutherlands hauling clay) in to cap Cell B. Staff have received training on the new brushing head and new brushing head is now in service returned from training and are working with the new brushing head. Parks and Recreation staff are working on weeding and trimming downtown Village of Chatsworth and bridges. Elder Lane Bridge to start between July 27 and August 10. 30 Sideroad replacing 3 small culverts right now and paving is scheduled for August 10.

CAO Clerk

Fence Viewers are still the Municipality's responsibility. CBO has submitted a building protocol for in house inspections PPE etc. and the building department will resume in-house inspections on July 20. Gateway signage may require culverts in some areas and has been sent to MTO for approval. Downtown improvement report will be coming July 22<sup>nd</sup>. Issues with building and construction work is seeing delays raised by Councillor Rae; complaints that CBO aware of is those who are wishing same day inspections or where they are looking for a specific date and time due to volumes inspections may not take place until the next day. There is a legislated time line that inspections are required to be completed and the Township has met those timelines in all instances. ECG meet on Monday regarding stage 3 implementation. Recreation facilities and in-person Council Meetings will be discussed. Closed Session minutes will be brought forward to the next Closed Session Meeting and not to open session of Council.

**11.5 Consideration of By-laws - none**

**11.6 Items Requiring Direction**

a) Side Road 10 Speed Limit Consideration

Resolution 2020-19-17

Moved by: Shawn Greig

Seconded by: Diana Rae

That Committee of the Whole receive the correspondence from Brian Low, dated July 2, 2020 for discussion and information purposes. **Carried**

**11.7 Items Requiring Discussion including Items Removed from Consent Agenda**

Resolution 2020-19-18

Moved by: Diana Rae

Seconded by: Shawn Greig

That Township of Chatsworth Council support the Town of Bracebridge in lobbying the Provincial Government for financial assistance to offset the financial impact of the Covid-19 pandemic. **Carried**

A recorded vote was requested by Councillor Greig  
Councillor Shawn Greig - Yes  
Mayor Scott Mackey - Yes  
Councillor Diana Rae – Yes

Resolution 2020-19-19  
Moved by: Shawn Greig  
Seconded by: Diana Rae

That Township of Chatsworth Council support the Township of Puslinch Resolution for MPAC to address the inequity of the property values of aggregate resource properties to ensure that aggregate resource properties are assessed for their industrial value. **Carried**

A recorded vote was requested by Councillor Greig  
Councillor Shawn Greig - Yes  
Mayor Scott Mackey - Yes  
Councillor Diana Rae - Yes

**11.8 Rise and Report from Committee of the Whole**

Resolution 2020-19-20  
Moved by: Shawn Greig  
Seconded by: Diana Rae

That Committee of the Whole rise as Council to report and confirm the actions taken in Committee of the Whole. **Carried**

**12. Adopt Action of Council in Committee of the Whole:**

Resolution 2020-19-21  
Moved by: Shawn Greig  
Seconded by: Diana Rae

That the actions taken in Committee of the Whole today be confirmed and adopted by this Council; And Further that staff be authorized to take the actions necessary to give effect to approved recommendations contained within the staff reports; And Further that by-laws under consideration be presented to Council for first, second and third reading. **Carried**

**13. Third Reading of By-Laws - none**

**14. Notices of Motion - none**

**15. Notice Provision – none**

**16. Tracking Sheet – There were no updates to the Tracking Sheet**

**17. Other Business**

**18. Closed Meeting - none**


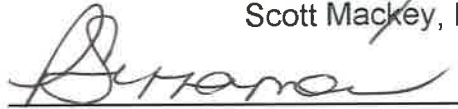
**19. Confirmatory By-law**

Resolution 2020-19-22  
Moved by: Shawn Greig  
Seconded by: Diana Rae

That By-law 2020-48 being a by-law to confirm all actions and proceedings of the July 15, 2020 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal. **Carried**

**20. Adjournment**

The Mayor adjourned the meeting at 1:12 p.m.

  
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Scott Mackey, Mayor  
  
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Patty Sinnamon, CAO Clerk